



NW REALITE LTD
PROPERTY MANAGER VACANCY

We wish to advise that an opportunity has arisen in our **MOMBASA BRANCH**, and we invite suitable candidates to apply.

JOB BRIEF: The incumbent will be responsible for overseeing and coordinating the efficient execution of the property management plans under the portfolio to achieve monthly and quarterly set targets.

Title:	Property Manager
Department:	Property Management
Report To:	Senior Property Manager
Gross Salary	60,000 (plus commissions)

RESPONSIBILITIES

- Rent/Service Charge Collection
- Supervision of service providers
- Overseeing repairs and maintenance of the building in liaison with the senior property manager.
- Attending to tenants' issues/complaints.
- Letting and Reletting of vacant spaces in liaison with the agency department
- Assist in the preparation of property reports.
- Mail/record keeping

Knowledge & Experience Required

- Possession of a Degree in Real Estate or any business field
- 5-6 years of experience in managing **a commercial property**
- Self-driven
- Excellent verbal and written communication skills
- A proven ability to build strong client relationships.
- Team Player
- Commercially Focused (Has a good understanding of the business environment and the impact their behavior has on the reputation and financial performance of the company)
- **Candidates from the Mombasa region are encouraged to apply.**

How to Apply

Interested candidates are requested to email their application letter and a detailed curriculum vitae with the **position title (PROPERTY MANAGER-MOMBASA)** in the subject line, including the names and contacts of three references
hr@nwrealite.co.ke on or Saturday, 22nd April 2023 at 5:00 pm.

Canvassing of any nature will lead to automatic disqualification. Only shortlisted candidates will be contacted. Applications are considered on a rolling basis.

Please note that NW Realite Ltd **does not charge any fee** at any stage of the recruitment process.

“NW REALITE LTD IS AN EQUAL OPPORTUNITY EMPLOYER”